

This fact sheet sets forth the items for the entry procedure to the LPGA Pro Test held by the LPGA of Japan. Any matters which are not referred to in this fact sheet will be set forth in the LPGA Pro Test Regulations and Fact Sheet which are separate from this document. For any matters not reflected in any of the above documents, the LPGA shall have the right to make decisions at its absolute discretion regarding such matters.

2019 LPGA PRO TEST APPLICATION FACT SHEET

1. Eligibility/Application Schedule/Fees

Females (by birth) who are over 17 years of age on April 2nd of the Final Pro Test year, shall be eligible to participate in the LPGA Pro Test if they fulfill the requirements of each stage stated in the chart below.

Stage	Eligibility	Start of Application	Deadline	Fees (plus tax)
First Qualifying	There is no eligibility requirement, but recommend that the applicant have JGA/USGA HDCP Index 5.0 or lower.	March 1 (Fri) 10:00	April 26 (Fri) 17:00	¥40,000
Second Qualifying	① Players who played in the Final Pro Test the year before ② Players who qualified through First Qualifying ③ Any other players approved by the LPGA of Japan	Sept. 12 (Thurs) 18:00	Sept. 15 (Sun) 17:00	¥60,000
Final Pro Test	① Any players who registered for the season as a TP One Year Member in the year of the Final Pro Test ② Winners of the Japan Women's Amateur Championship in each of the previous three years as well as the winner of the year in which the player will participate in the Final Pro Test (However, the Japan Women's Amateur Golf Championship must have been held during the week falling 4 weeks before the first day of the final Pro Test) ③ Winners of the Japan Women's Student Golf Championship in each of the previous three years as well as the winner of the year in which the player will participate in the Final Pro Test (However, the Japan Women's Student Golf Championship must have been held during the week falling 4 weeks before the first day of the final Pro Test)	Aug. 5 (Mon) 10:00	Sept. 20 (Fri) 17:00	¥100,000
	④ Low Amateur of the Japan Women's Open in each of the previous three years as well as the Low Amateur of the year in which the player will participate in the Final Pro Test (However, the Japan Women's Open must have been held during the week falling 4 weeks before the first day of the final Pro Test) ⑤ Step Up Tour winners of the tournaments held during the previous year which started after the Monday of the week of the Pro Test in the previous year (including a non-member) between the week of the previous year's Pro Test ⑥ Players who qualified from Second Qualifying ⑦ Any other players approved by the LPGA of Japan ※Regarding category ①: If a player falling under this category does not wish to participate in the Final Pro Test this year,	Oct. 14 (Mon) 10:00	Oct. 18 (Fri) 17:00	

	<p>then, she may carry over this right to the following year (2020).</p> <p>※Regarding category⑤: If a player becomes eligible under this category after the deadline of the Pro Test application, then she must contact the LPGA of Japan office by the Monday immediately after the day she becomes eligible.</p> <p>※Regarding category②③④: A player will only be able to play in the final Pro Test once under each category.</p>			
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2.Schedule/Site

Stage	section	Date	Site
First Qualifying	A	September 4 (Wed)~September 6 (Fri)	Fugetsu Country Club (Tochigi)
	B	September 3 (Tue)~September 5 (Thu)	Golf Club Narita Hightree (Chiba)
	C	August 28 (Wed)~August 30 (Fri)	Token Tado Country Club・Nagoya (Mie)
	D	August 21 (Wed)~August 23 (Fri)	Arima Royal Golf Club (Hyogo)
	E	September 10 (Tue)~September 12(Thu)	Waki Golf Club (Yamaguchi)
Second Qualifying	A	September 24 (Tue)~September 27(Fri)	The Royal Golf Club (Ibraki)
	B	October 8 (Tue)~October 11 (Fri)	Japan Classic Country Club King Course (Mie)
	C	October 8 (Tue)~October 11 (Fri)	Arima Country Club (Hyogo)
Final Pro Test		November 5 (Tue)~November 8 (Fri) ※November 9 (Sat) Substitute Day	JFE Setonaikai Golf Club (Okayama)

3.Details of the Entry Procedure (Entry procedure on the LPGA MYPAGE is only in Japanese)

(1) Entry Process

- ① Complete entries for each stage of the Pro Test and pay entry fees using the LPGA MYPAGE (LPGA of Japan tournament website)
- ② Upload the necessary documents to the LPGA MYPAGE

Entry is deemed complete after the above step ① and ② are completed online. (If there are additional documents required to be sent by post, entry is deemed complete after the posted documents have been received by the LPGA of Japan office as well as ① and ②.)

*** Upon completion of ①, ② on the MYPAGE, the LPGA will send an email to the email address (registered by the participants) confirming the receipt of the necessary paperwork. (You cannot reply to this email) This email will confirm the completion of entry.**

* There will be no requirement to have a recommendation by a LPGA of Japan member at the time of Pro Test entry. However, players will be required to have recommendations from LPGA Of Japan members when becoming a member of the LPGA of Japan.

When becoming a member: 2 recommendations by members (either teaching or professional members) of the LPGA of Japan who have been members for at least 5 years. In the case of International members 3 recommendations by the above said members will be required.

* The documents will be submitted only once during the process of the Pro Test in a given year.

* LPGA MYPAGE URL : <https://my.lpga.or.jp/mypage/signin> ⇒



<Creating a LPGA MYPAGE account>

Register on the PRO TEST ENTRY page of the LPGA of Japan official website

An URL will be sent to the email address registered.


Log into the URL and you will be able to enter and make payments for the Pro Test on the day entries commence.

* If it is unclear if you have an account already on MYPAGE, please inquire with the LPGGA of Japan office.

(2) Necessary documents

Players will be required to upload the below documents by photograph or scanned file to the LPGGA MYPAGE

when entering the Pro Test for the first time in a given year.

Japanese citizens	<p>① Certificate of Individual Records</p> <p>② ID with a photo *Passport, Driver's license (side with the photo), My Number Card (side with the photo)</p> <p>※① The date issued must be within 3 months of the date of the upload of the Pro Test application submission. The entire certificate must be in the photo including the date of issue.</p> <p> ※Those who do not have ② may submit one of the following: national health insurance card, student ID or Company ID card. An ID photo must be submitted with these forms of ID on one photo or page when uploading. As for the ID photo, it must be taken without a hat, with a plain background, in full-face view facing the camera, and from the chest up.</p>
Foreign Nationals	<p>① Passport</p> <p>*If foreign residents residing in Japan do not have ①, then they must upload their Special Permanent Resident Certificate or their Resident Card</p>

[NOTE] For all the uploaded photos and paperwork, if the data is ineligible due to reasons such as the full page not being included, out of focus, light reflection, etc., the player must re-submit the documents/photos. If a player is required to re-submit documents, the her original submission order will not be honored.

<IMPORTANT> Minors/high school students must send the below documents via post by the application deadline (post marked by the deadline)

- Parental Consent Form *Signature of guardian
- LPGA Pro Test Participation Request (only for High School students) *Signature of Headmaster

<Address designated by the LPGGA>

Attn: Pro Test Staff
Tournament Division
The Ladies Professional Golfer's Association of Japan
Nittetsu Kobiki Building 8F
7-16-3 Ginza, Chuo-ku
Tokyo 104-0061 JAPAN
TEL (03)3546-7801

* If an applicant wishes to deliver the documents directly to the LPGGA of Japan, the documents will be accepted on weekdays between 10:00-17:00. The documents must be handed in directly to a LPGGA of Japan staff.

* If the Parental Consent form and the Participation Request did not delivered LPGGA of Japan office by the dead line, the application is void.

(3) Payment of Entry Fees

Necessary payment procedures must be made on the LPGGA MYPAGE.

Payment must be made using a credit card or at a convenience store.

* Credit cards accepted: VISA, MasterCard, JCB, AMEX, DINERS

* Convenience stores accepting payment; Seven Eleven, FamilyMart, LAWSON, MINISTOP, Seicomart

(4) Assignment of Section for Qualifying stages

For each of the stages, Sections will be assigned first come first serve on the entries received. Select the Section desired when submitting entries on MYPAGE

- * If applicants for any Section exceeds the capacity of a site, the LPGA of Japan will at its sole discretion decide where the players will be allocated for those entered after the maximum number has been reached. The applicants agree to accept the Section assigned.
- * If the paperwork uploaded is deemed unsatisfactory by the LPGA of Japan, the applicant will be informed, and the applicant must upload the appropriate paperwork. The original entry date and time will not be honored when deciding the order received. The LPGA must confirm the re-submitted documents to be given an entry acceptance time/date. Even if there is a time lag for the LPGA confirmation due to weekends and holidays, still the date the LPGA checked the paperwork will be the time/date of the application acceptance. The applicants agree to the aforementioned.
- * The 1st stage Section allocation notification will be sent out at the beginning of May 2019. (Tentative)
- * If changes are made in the number of Sections, there will be a questionnaire sent to the MYPAGE asking players for their choice of Sections. The players will be assigned the new section in the order of the entry submission.

(5) Points to note for Entry

- ① Upon confirming the entries on MYPAGE and receipt of the documents required, the LPGA of Japan will send an email confirming that you have completed the uploading of necessary paperwork. (you cannot reply to this email) This email will serve as the notice that your entry is complete.
- ② Entries will not be accepted after the closing date for any reason. Application documents will not be returned after the closing date.
- ③ Entries via phone, email and fax will not be accepted.
- ④ Confirmation of the completion of the entry procedure will be the responsibility of the applicant of the Pro Test (“applicant”). The applicant must confirm the receipt of entry on the LPGA MYPAGE herself and the LPGA of Japan shall not be held responsible for any applicants who are not able to play in the Pro Test due to failure to confirm the receipt of entry.
- ⑤ If an applicant must withdraw from the Pro Test First Qualifying after sending in her application, the applicant must cancel her entry from the LPGA MYPAGE. Entry fee will be returned if the application is cancelled before **July 19th (Fri)**. If the application is cancelled after July 20th or after the application is sent for Second Qualifying or Final Pro Test, the entry fee will not be returned.
- ⑥ If it is deemed that a player is not suitable to play in the Pro Test, the LPGA of Japan has the right to cancel the player’s entry to the Pro Test at its sole discretion.
- ⑦ As a basic rule, all Pro Test applicants must register to the Pro Test using her real name. Japanese Katakana will be used for players of foreign nationality even if they have names using Chinese Characters.
- ⑧ If there are any changes to personal information submitted after entry is complete, the applicant must inform the LPGA of Japan immediately through MYPAGE.
- ⑨ **The LPGA of Japan will not send any qualification information to the players who have qualified for each of the stages. It is the sole responsibility of the qualified players to enter each stage within the registration period.**

4.Competiton Format and Proceeding to the Next Stage

Stage	Format	Proceeding to next stage/passing the Pro Test
First Qualifying	① 3 days /54 hole stroke play ② Competition will be deemed complete if 18 holes are completed. If 18 holes are not completed within the schedule, a separate date will be decided to complete the competition.	For the First Qualifying and Second Qualifying, the number of players who make it through to the next stage will be posted at each site.

Second Qualifying	<ul style="list-style-type: none"> ① 4 days / 72 hole stroke play ② After 54 holes are completed, all players within 10 strokes of the ranking making it through to the Final Pro Test at each site, will play in the 4th round. ③ Competition will be deemed complete if 36 holes are complete. If 36 holes are not completed within the schedule, a separate date will be decided to complete the competition. 	
Final Pro Test	<ul style="list-style-type: none"> ① 4 days /72 hole stroke play ② After 54 holes are completed, players who are 80th and ties or within 8 strokes of the score of 20th place in the competition (which ever includes more players), will play in the 4th round. ③ If 72 holes are not competed in four days, the “substitute day” will be used to complete 72 holes. If 72 holes are not completed even by using the substitute day, then the competition will be deemed “officially completed” if 54 holes have been completed ④ Only if 54 holes are not completed after using the “substitute day”, as above, then the competition will be deemed “officially completed” if 36 holes are completed. 	<p>Those who are tied for 20th and better at the end of the Final Pro test, will pass.</p> <p>*Detailed information regarding players who pass the Pro Test can be found in Paragraph 5 of the Pro Test Regulation.</p>

5. Player Companions

(1) Companions

- ① If an LPGA Pro Test applicant (“applicant”) wishes to bring staff/ family members (“companions”) on site, they must register their companions by Thursday 5 pm the week before each stage via MYPAGE.
- ② If an applicant does not register in advance as above, companions will not be allowed on site for any circumstance.
- ③ A maximum of 2 player guests per applicant will be permitted on site.
- ④ Applicants must take full responsibility for the companions.
- ⑤ Companions who are registered by the applicant and are in attendance at any of the sites during the competition (including practice rounds), may only be in and around the clubhouse. They will not be permitted on the practice range and or the golf course any reason.
- ⑥ If a companion does not comply with the rules and regulations set by the LPGA of Japan at any Stage or venue, the LPGA has the right to ask the companion to leave the premises immediately.
- ⑦ Members of the LPGA will be able to be in attendance without prior registration if they present their membership card at the LPGA room.
- ⑧ The Annual Coaches’ Badge, Annual Trainers’ Badge and the Managers’ badge issued by the LPGA will not be honored at the LPGA Pro Test. If they need to be in attendance at the Pro Test, they need to be registered as one of the companions.
- ⑨ Companions will be required to wear a jacket (blazers/suit jackets etc.) at the site. They must not wear T shirts, jeans, camouflage clothes, or Cargo pants/skirts with pockets that have gussets (including rain gear). Sneakers are also not allowed to be worn on site.
- ⑩ Companions are prohibited to take any photographs or movies on site.

(2) Interpreters

If an applicant is unable to communicate and understand Japanese, she is responsible to arrange for an interpreter.

* All posted information, rules of competition and announcements will be in Japanese.

* The LPGA of Japan reserves the right to ask an applicant who does not follow the above to leave the competition

as stated in LPGA Pro Test regulation paragraph 9.

(3) Caddies

Applicants will not be allowed to bring their own caddies to the Pro Test.

(4) Caches, Trainers and managers

Coaches, trainers and managers will not be allowed to perform their professional duties on site at the LPGA Pro Test.

6. Other

(1) Amateur Status

According to the rules of Amateur Status as approved by the JGA, a player forfeits her amateur status when she becomes a member of the LPGA of Japan.

A player does not lose her amateur status even if she plays in the Pro Test as long as she does not pass and becomes a member of the LPGA of Japan.

The applicants who pass the 2019 Pro Test will become a member of the LPGA of Japan on January 1, 2020. Thus, she may retain her amateur status until December 31, 2019. However, if an applicant who passes the Pro Test performs any activities which are considered "professional" at any time between the day she passes the Pro Test (starting the day after the final round of the Pro Test) to the day her membership starts, she will lose her amateur status immediately.

For details of the amateur status, please contact the Japan Golf Association (TEL (03) 3566-0003).

(2) Personal Information

By submitting the application for the Pro Test via LPGA MYPAGE and submitting the necessary documents, the players agree that the LPGA of Japan will share their personal information for the scope of the following:

- ① The examination of the application requirements for the 2019 LPGA Pro test ("Pro Test")
- ② The Information needed to operate and hold the Pro Test. Which includes:
 - (1) The Competitive information provided to the applicants.
 - (2) The applicants, name address, affiliation, other introductory information and scores which are provided to persons involved in the operation of the Pro Test (including the Pro Test site golf course, media)
- ③ The personal information provided on the LPGA MYPAGE/ the documents sent by the applicant as well as the scores of the Pro Test to be stored. Also, the information stated in ②(2) to be made public appropriately.
- ④ The information of the applicant such as name, address and other personal information needed when sending tournament information (including qualifying and sponsor exemption information) to the applicant to be provided to Tournament sponsors, tournament operators and others.

7. General Instructions

- ① **As a general rule, notices and information by the LPGA of Japan pertaining to the Pro Test will be communicated via MYPAGE. The LPGA of Japan will not be held responsible if the applicant fails to check and receive the information necessary.**
- ② **Notices and information will be sent to the email address registered on MYPAGE. Players are responsible to set their email so that mail from the LPGA will be accepted.**
- ③ **Prior to entering the Pro Test, review this Fact Sheet and the Pro Test Regulations found on the LPGA of Japan website.**
- ④ Players will be disqualified from the Pro Test immediately if it is discovered that the player gave false information intentionally or unintentionally pertaining to entry qualifications.

8. Agreement

Applicants will agree to the following and participate in the Pro Test.

- ① Applicants will check their health conditions before participating in the Pro Test.
- ② LPGA will only prepare for first aid measures at the Pro Test, and will not be responsible for accidents and trauma which need further treatments.
- ③ LPGA will not be held responsible for injuries which happen at the site using the facilities of the Pro Test. Each applicant will be responsible entirely.
- ④ Participation in the Pro Test is the decision by the applicant and in the case of an accident, the applicant must deal with the situation at her own responsibility. The LPGA will not be held responsible in any manner.
- ⑤ The applicant will follow the decision of the LPGA whether the competition may be continued. The LPGA will not be held responsible for the decision.

**For more information or questions, contact:
m3_qualify@lpga.or.jp**

Date :

The Ladies Professional Golfers' Association of Japan

Chairman Ms. Hiromi Kobayashi

School:

Headmaster:

(seal)

2019 Pro Test Participation Request

A student of our school would like to participate in the LPGA Pro Test this year.

We are submitting the Request for Participation.

NAME OF STUDENT : _____

SCHOOL YEAR : (As of April 2nd, 2019) _____ Grade: _____

(BIRTHDATE : Year: Month: Date: Age:)

※ Name, School year, Birthdate and age must be printed in the applicant's or headmaster's handwriting.